

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT

REQUEST FOR TUITION REIMBURSEMENT

NAME \_\_\_\_\_

BUILDING OR ASSIGNMENT \_\_\_\_\_

NAME OF COURSE & NUMBER \_\_\_\_\_

COLLEGE OR UNIVERSITY \_\_\_\_\_

TOTAL NUMBER OF HOURS \_\_\_\_\_

COST PER HOUR \_\_\_\_\_ (Semester or Quarter) circle one

COURSE DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF COURSE \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

DATE RECEIVED BY SUPERINTENDENT \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_

This form and transcript from the above course are to be turned into the CEA tuition Reimbursement Committee by the following dates:

August 17, 2010 for coursework from June 1, 2009 - May 31, 2010

August 16, 2011 for coursework from June 1, 2010 - May 31, 2011

August 14, 2012 for coursework from June 1, 2011 - May 31, 2012

The amount of reimbursement that an individual teacher will receive will be determined by the total number of professional growth dollars for that year divided by the total number of hours turned into the committee. Reimbursement will not exceed the amount paid by the certificated employee.

REIMBURSEMENT AMOUNT AS DETERMINED BY TUITION REIMBURSEMENT COMMITTEE \$ \_\_\_\_\_

DATE RECEIVED BY TREASURER OFFICE FOR REIMBURSEMENT \_\_\_\_\_